



Take 5 to Recognize
Recognition Boards
November 7, 2011

**Take 5
to
Recognize**

Please review and cascade to your direct reports

To: All Chevron Richmond Refinery Managers and Supervisors

As we approach the end of the year, there will be many opportunities to review what went well, what could have been better, and what we intend to do differently in the coming year. As a way to promote recognition of our successes in 2011, the IIFLT will be distributing recognition boards to you via your administrative assistant this week.

We would like all of our managers and supervisors to be the first to write on their recognition board as a way to demonstrate how the board is to be used. The boards won't be the only form of recognition available to us - they will be very visible and a fun way to engage with everyone who works at the refinery. The boards will be collected and displayed during our Holiday luncheon and on the IIF website.

During one of your regularly scheduled staff meetings, review the purpose and instructions for using the recognition boards and ask members of your team to also add their recognition. In all groups - promote the board over the course of several weeks to keep the message fresh and interesting. You may even consider reviewing the boards to see what has been written in your area.

The recognition boards will come with clear instructions, posting "Command Tabs", and wet erase pens. Please display in a high traffic area for people to both add to and read as they pass by. Administrative Assistants from your area will be asked to assist with the display and collection of the boards.

- Incident and Injury Free Leadership Team

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[Recognition Board Instructions](#)

[Recognition Board Locations](#)

[Recognition Board example](#)